

School of Hotel Administration
TRANSFER CREDIT APPLICATION FORM

(ONLY for use by matriculated SHA students for courses to be considered from schools/universities outside Cornell)

STUDENT INFORMATION

SECTION A:

Name: _____ ID# (7 digit): _____

Net ID: _____ Expected Graduation Date: _____

Faculty Advisor: _____

Were you an external transfer to Cornell? Yes No

Have you previously received transfer credit at Cornell? Yes No AP credit? Yes No

I have read and accept the terms regarding transfer credit on this form and in the SHA Student Handbook.

Student Signature

Date

COURSE INFORMATION

SECTION B: COMPLETE ONLY FOR TRANSFER COURSE TO BE CONSIDERED TOWARD FREE ELECTIVES (STUDENT MUST PROVIDE A COURSE DESCRIPTION FOR REVIEW). NON-HADM ELECTIVES will only be considered if you have already met your free electives requirement.

Institution: _____ Term: _____ Year: _____

Course start/end dates: _____ Is this an online course? _____

Course Subject & Number: _____ Credit Hours: _____

Course Title: _____

OSS ADVISOR REVIEW

OSS Advisor: (Please check one)

_____ I support this request. _____ I do not support this request.

***NOTE: Advisor support does not guarantee approval. Signatures only reflect that student and advisor met to discuss.**

Comments: _____

Advisor Printed Name

Advisor Signature

(SEE PAGE 2)

School of Hotel Administration - TRANSFER CREDIT APPLICATION

Use this form to obtain pre-approval for transfer credit from schools or universities outside of Cornell University to be applied to their Cornell degree. Cornell University will only accept coursework completed at a regionally accredited institution. A list of the six recognized accrediting bodies accepted by Cornell is available on the [Council for Higher Education Accreditation's website](#). Transfer courses must be equivalent in content, rigor, and level to courses offered by Cornell University. **Students should submit prior to enrolling in and taking a course to ensure proper credit upon completion of course**. Please review the following policies pertaining to transfer credit:

- A maximum of sixty (60) credit hours in transfer credit and advanced placement may be considered toward Cornell and SHA degree requirement fulfillment
- Academic credit from other accredited schools may be considered for transfer toward SHA B.S. degree requirements. Limitations and restrictions will be based on a case-by-case evaluation.
 - Up to eighteen (18) credits may transfer toward fulfillment of required **SHA Core**.
 - Up to fifteen (15) credits may transfer toward fulfillment of **Non-HADM Electives**.
 - Up to three (3) credits may transfer toward fulfillment of the **first-year writing (FWS)**.
 - Up to twenty-four (24) credits may transfer toward fulfillment of **Free Electives**.
 - Transfer credit is not accepted toward HADM Electives (**exception: Culinary Institute of America**).
- Cornell University does not accept college level credit for courses physically taught in the high school location or for courses where enrollment is limited to high school students, even if the college provides a transcript of such work.
- Current, matriculated SHA students may request to take classes outside of Cornell for consideration for credit toward degree requirements, but only from regionally accredited colleges or universities. (***Note: Coursework at For Profit Institutions is not permitted. Please direct questions to SHA Registrar.**)
- **Online course** requests to be taken at other institutions will only be considered toward Free Electives and Non-HADM Electives from **four-year, regionally accredited** schools/universities. (***Note: Online coursework and coursework at For Profit Institutions are not permitted.**)
- Transfer credit will not be awarded for courses taken during a fall or spring semester in which a student is enrolled at Cornell in a degree program.
- An official transcript noting a letter grade of at least a "C" (not "C-") is required for a course to be eligible for transfer credit.

INSTRUCTIONS

- Student is to complete relevant information on page 1 of this form in full for each course for which they are requesting transfer credit pre-approval.
- Student must return the completed form with an attached course description and/or syllabus** to the SHA Registrar, ha-registrar@cornell.edu. **Incomplete forms will not be accepted.**
- For approved transfer courses, student is to arrange for an official transcript bearing the institutional seal and signatures to be sent directly to the SHA Registrar's Office immediately following the completion of the course. **The actual number of transfer credit awarded will be determined upon receipt and review of the official transcript.**

*** Please have official transcripts sent directly from the college/university to ha-registrar@cornell.edu or mailed to:
SHA Registrar, Cornell SC Johnson College of Business
180 Statler Hall, Ithaca, NY 14853

FOR SHA OFFICE OF STUDENT SERVICES USE ONLY

Approved _____ credits toward _____ requirements to be awarded upon receipt of official transcript noting grade of "C" or better.

** Core request reviewed by: _____ (if applicable)

Cannot be approved for credit.

Signature

Date

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